

Pre-Petition Meeting Requirements

How to request a Pre-Petition Meeting:

The Office of Smart Growth encourages petitioners to schedule a Pre-Petition Meeting prior to submitting a petition for initial plan endorsement, as it provides guidance on how to prepare a petition and the benefits of plan endorsement.

In order to schedule a Pre-Petition Meeting, we request that petitioners submit their existing planning documents. It is not necessary to create any new planning documents to request a pre-petition meeting, but only to provide copies of planning documents that have already been prepared as listed below.

Below are the standard pre-petition submission requirements:

- A letter from the Governing Body requesting the pre-petition meeting.
- A copy of the existing Master Plan including any adopted optional elements, such as a Circulation Plan Element or Farmland Preservation Plan Element.
- A copy of any Reexamination Report adopted after the adoption of the Master Plan.
- A copy of the Zoning Map and Zoning Schedule
- A copy of any adopted Capital Improvement Program.
- A copy of any other adopted planning documents, such as a Natural Resource Inventory, Wastewater Management Plan or Stormwater Management Plan.
- A document outlining any proposed changes to existing planning areas in the State Plan or any proposed center designations. It is not necessary that this be done in a GIS format at the pre-petition stage.

Submission format requirements:

Documents may be submitted in electronic or hard-copy form. If documents are provided electronically, please provide one hard-copy of each document for filing purposes. Alternatively, if documents are provided in hard-copy form, please provide 10 copies of each document for distribution. Materials should be sent to the following address:

NJ Department of Community Affairs
Office of Smart Growth
101 South Broad Street
PO Box 204
Trenton, NJ 08625-0204
Attn: Eileen Swan

Scheduling of Pre-Petition Meeting:

Once we receive these materials, OSG will contact you to schedule a pre-petition meeting within the next 30 days. OSG will distribute your planning documents to the appropriate state agency representatives for review prior to the meeting. For your convenience, the Plan Endorsement Guidelines and supplemental materials are available on the Plan Endorsement page of the Office of Smart Growth's website at www.nj.gov/dca/osg/plan/endorsement.shtml.